

## **3 FAM 4800**

# **DEPARTMENT AWARDS PROGRAM**

## **3 FAM 4810**

### **AWARDS PROGRAM—GENERAL**

*(CT:PER-678; 06-22-2012)*  
*(Office of Origin: HR/PE)*

### **3 FAM 4811 AUTHORITY**

*(TL:PER-434; 01-10-2002)*  
*(Uniform State/USAID)*  
*(Applies to Foreign Service, Civil Service, and Foreign Service National Employees)*

The authorities for the Department's Awards Program are found in:

- (1) 5 U.S.C. 4302;
- (2) 5 U.S.C. 4501-09;
- (3) 22 U.S.C. 4013;
- (4) E.O. 11438 and 12828; and
- (5) 5 CFR, Part 451.

### **3 FAM 4812 POLICY**

*(TL:PER-434; 01-10-2002)*  
*(Uniform State/USAID)*  
*(Applies to Foreign Service, Civil Service, and Foreign Service National Employees)*

- a. It is the policy of the Department of State, and USAID, (hereinafter referred to as the agencies) to encourage all individuals to participate in improving U.S. government operations and service to the public. The Awards Program recognizes and rewards employees, individually or as a member of a group for:
  - (1) Performance;
  - (2) Innovations, inventions, or other personal efforts that contribute to the efficiency, economy, or other improvements of U.S. Government operations or achieve a significant reduction in paperwork; and
  - (3) Performing special acts or services related to their official employment.

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U.S. Department of State Foreign Affairs Manual Volume 3  
Personnel

- b. Acknowledgment of employee contributions may be in the form of an honor, recognition, and/or cash award. Supervisors may recommend employees for a cash award or Quality/Meritorious Step Increase (see 3 FAM 4845 or 3 FAM 3121.3, respectively for policies and procedures) to accompany an honor award.

## **3 FAM 4813 SCOPE AND ELIGIBILITY**

### **3 FAM 4813.1 Applicability**

*(CT:PER-678; 06-22-2012)*

*(Uniform State/USAID)*

*(Applies to Foreign Service, Civil Service, and Foreign Service National Employees)*

- a. These regulations apply to:

- (1) **State:** All U.S. citizen direct hire employees; all Foreign Service National Employees (as defined in section 3 FAM 7120); *and*
- (2) **USAID:** U.S. citizens direct hire employees, and PASA personnel assigned to a USAID mission.

- b. For USAID see the following references for USAID-specific policies, procedures, and requirements. Handbook 29, Chapter 5 (to be reissued as ADS 491); Appendix D and Appendix J of the USAID Acquisition Regulation (AIDAR).

### **3 FAM 4813.2 Eligibility**

*(TL:PER-434; 01-10-2002)*

*(Uniform State/USAID)*

*(Applies to Foreign Service, Civil Service, and Foreign Service National Employees)*

- a. All civilian direct hire employees, including Foreign Service National employees under the administrative direction of the agencies, are eligible to participate in the awards program.
- b. Foreign nationals serving under a personal services contract (PSC) and/or agreement (PSA) are eligible only for the FSN of the Year Award (see 3 FAM 4833 ) provided that:
  - (1) Post has amended its approved post awards program for Foreign Service national PSC/PSA hires to include the FSN of the Year Award; and
  - (2) Such program is included by reference in the Personal Services contract and/or agreement document.
- c. Members of the armed services are eligible for non-monetary awards only unless a cash award is presented for an innovation, invention, or scientific achievement in accordance with E.O. 11438, December 3, 1968.

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Personnel

- d. U.S. Government direct hire employees of agencies not covered by these regulations are eligible for non-monetary awards only.
- e. Awards may be granted to former employees or to estates of former employees if the recipient made the contribution while an employee of the agencies.

### **3 FAM 4813.3 Ineligibility**

*(TL:PER-434; 01-10-2002)*

*(Uniform State/USAID)*

*(Applies to Foreign Service, Civil Service, and Foreign Service National Employees)*

- a. Contract hires, except as provided in 3 FAM 4813.2 b and commissioned officers of the Public Health Service are not eligible to participate in the Awards Program
- b. Recognition of individuals or groups other than present or former employees such as dependents, U.S. or, foreign private citizens, groups, or organizations are ineligible under these regulations. However, the Certificate of Appreciation may be presented. (In State, the Tribute of Appreciation has been established as a means of expressing appreciation to this category of recipients (see 2 FAM 350).

### **3 FAM 4814 RESPONSIBILITIES**

*(TL:PER-434; 01-10-2002)*

*(Uniform State/USAID)*

*(Applies to Foreign Service, Civil Service, and Foreign Service National Employees)*

- a. Awards programs in Washington are administered under regulations established separately by State and USAID (see 3 FAM 4813.1).
- b. The Department of State Awards Program is administered under policies established by the Under Secretary for Management. The Program is planned, programmed, and publicized by the Director General of the Foreign Service and Director of Human Resources.

### **3 FAM 4814.1 Department Awards Committee**

*(TL:PER-434; 01-10-2002)*

*(State Only)*

*(Foreign Service, Civil Service, and Foreign Service National Employees)*

- a. The Director General chairs the Department Awards Committee. The Under Secretary for Management appoints additional members to include at least one at the assistant secretary level, one deputy assistant secretary, and one executive director.
- b. The responsibilities of the Department Awards Committee are covered in 3

FAH-1 H-4812.1.

### **3 FAM 4814.2 Heads of Areas**

*(TL:PER-434; 01-10-2002)*

*(State Only)*

*(Foreign Service, Civil Service, and Foreign Service National Employees)*

- a. Each assistant secretary of State and the heads of offices included in the list below are responsible for administering an area awards program. The head of the area shall designate an area awards officer, normally the executive director. The area awards officer will appoint members to serve on the area awards committee. Each committee member shall serve no more than a two-year term per area awards committee.
- b. The following organizational units are authorized to establish an area awards committee and administer an area awards program:
  - (1) All regional and functional bureaus;
  - (2) Executive Secretariat;
  - (3) Office of the Chief of Protocol;
  - (4) Office of the Inspector General;
  - (5) Office of the Legal Adviser;
  - (6) Foreign Service Institute; and
  - (7) Office of Medical Services.
- c. The responsibilities of the Area Awards Committee are covered in 3 FAM-1 H-4812.2.

### **3 FAM 4814.3 Department Awards Officer**

*(TL:PER-434; 01-10-2002)*

*(State Only)*

*(Foreign Service, Civil Service, and Foreign Service National Employees)*

- a. The Department Awards Officer in the Bureau of Human Resources is responsible for coordinating and managing the Awards Program.
- b. The responsibilities of the Department Awards Officer are covered in 3 FAM-1 H-4812.3.

### **3 FAM 4814.4 Posts Abroad**

*(TL:PER-434; 01-10-2002)*

*(Uniform State/USAID)*

*(Foreign Service, Civil Service, and Foreign Service National Employees)*

- a. The chief of mission or principal officer who reports directly to Washington is responsible for administering the Joint Country Awards Program at posts abroad.
- b. The responsibilities for administering the awards program at posts abroad are covered in 3 FAH-1 H-4813.

### **3 FAM 4815 DEFINITIONS**

*(TL:PER-434; 01-10-2002)*

*(Uniform State/USAID)*

*(Applies to Foreign Service, Civil Service, and Foreign Service National Employees)*

Definitions applying to the Department's Awards Program are published in 3 FAH-1 H-4811.

### **3 FAM 4816 PROCEDURES AND GUIDELINES**

*(TL:PER-434; 01-10-2002)*

*(Uniform State/USAID)*

*(Applies to Foreign Service, Civil Service, and Foreign Service National Employees)*

Procedures and guidelines which implement these regulations for the Department's Awards Program are published in 3 FAH-1 H-4810.

### **3 FAM 4817 THROUGH 4819 UNASSIGNED**